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6 May 1954

TO : Transportation Division, Office of Logistics  
FROM : Engineering Division, Office of Communications  
SUBJECT: Notification to Field of Shipping Information  
REF : Memo from CC-E/MSB to LO/C&R (MSB 539), Attention: Mr. [REDACTED] dated 14 March 1954, subject: Time Guides for Cables or Dispatches Concerning Shipment of Commo Equipment

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1. In accordance with the agreement reached at a conference between Captain [REDACTED] of your Division, Mr. [REDACTED] of Management Improvement Staff, and Mr. [REDACTED] of this Division, the following is the agreed procedure for preparation and processing of cables and dispatches notifying the Field of shipping information on cargoes resulting from requisitions originated by the Office of Communications:

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a. The Transportation Division of the Office of Logistics will prepare appropriate notification to the Field covering shipment information. The type of notification (dispatch or cable) will be based on referenced memorandum.

b. The Transportation Division will be responsible for insuring the timely delivery of dispatches or cables covering these shipments to the Materiel Support Branch of this Division (2815 Alcott Hall). When coordination is required, the Materiel Support Branch will be responsible for the appropriate coordination of shipping information involving material pertaining to TSS or the DD/P Area Division concerned.

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[REDACTED]  
Deputy

(Enclosure No. 2)

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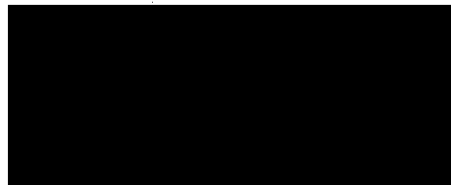
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SUBJECT: FAR EAST DIVISION: Time Guide for Sending Cables or Dispatches to Field Stations.

1. A dispatch should be prepared to any of the following stations under SR/NA when a minimum of fifteen (15) days is available for transmission of the dispatch to permit its receipt prior to the arrival of the cargo.

25X1A6a



2. A dispatch should be prepared to all other FE Field Stations when a minimum of twenty-one (21) days is available before arrival of the material at destination.

3. In all instances where the time available before arrival of the cargo at destination is less than that indicated in paragraphs 1 and 2 above, a cable is appropriate.

(Enclosure #3)

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SUBJECT: WESTERN HEMISPHERE DIVISION: Time Guide for Sending Cables or  
Dispatches to Field Stations.

1. A dispatch should be prepared to any of the following stations under the WH Division when a minimum number of days as indicated below is available for transmission of the dispatch to permit its receipt prior to the arrival of the cargo.

25X1A6a	<u>STATION</u>	<u>DAYS</u>	<u>STATION</u>	<u>DAYS</u>	25X1A6a
		7		7	
		6		6	
		5		7	
		7		6	
		9		9	
		6		4	
		7		7	
		3		7	
		7		6	
		15		6	
7		10			

2. In all instances where the time available before arrival of the material at destination is less than that indicated in paragraph 1 above, a cable is appropriate.

(Enclosure #4)

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SUBJECT: WESTERN EUROPEAN DIVISION: Time Guide for Sending Cables or  
Dispatches to Field Stations.

25X1C4a

1. A dispatch should be prepared to any of the WE Field Stations for [REDACTED] and service channel sea shipments.
2. In all instances where a cargo is sent by air, a cable is appropriate to WE Field Stations.
3. Paragraph 1 of this instruction is based upon the premise that timely information is received by the Transportation Division as to the departure date of the vessel transporting the cargo to WE field locations. Any shipping information received in Transportation Division a maximum of three (3) days after the departure of the ship will require a cable notification to the field.

(Enclosure #5)

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SUBJECT: SOVIET RUSSIA DIVISION: Time Guide for Sending Cables or  
Dispatches to Field Stations.

25X1A6a

1. A dispatch should be prepared to the SR Field Station in [REDACTED], when a minimum of six (6) days is available for transmission of the dispatch to permit its receipt prior to the arrival of the cargo. For other SR Field Stations located at points within other Area Divisions, a dispatch should be prepared when the minimum number of days available before arrival of the material is the same as that listed in the Time Guides for the other Area Divisions.

2. In all instances where the time available before arrival of the material at destination is less than that indicated in paragraph 1 above, a cable is appropriate. A cable would be necessary in the case of all air shipments.

(Enclosure #6)

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SUBJECT: SOUTHERN EUROPEAN DIVISION: Time Guides for Sending Cables or  
Dispatches to Field Stations.

25X1A6a 1. A dispatch should be prepared to any of the SE Field Stations when a minimum of twelve (12) days is available for transmission of the dispatch to permit its receipt prior to the arrival of the cargo. This will include shipments to [REDACTED] in the SE geographical area, and occasional shipments to [REDACTED].

25X1A6a

2. In all instances where the time available before arrival of the materiel at destination is less than that indicated in paragraph 1 above, a cable is appropriate. A cable is appropriate in all cases where materiel is forwarded by air.

(Enclosure #7)

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SUBJECT: EASTERN EUROPEAN DIVISION: Time Guide for Sending Cables or  
Dispatches to Field Stations.

1. A dispatch should be prepared to any of the following areas under the EE Division when a minimum number of days as indicated below is available for transmission of the dispatch to permit its receipt prior to the arrival of the cargo.

	<u>AREA</u>	<u>DAYS</u>
25X1A6a		10
		12
		10 (*Personal Effects ONLY)

2. In all instances where the time available before arrival of the materiel at destination is less than that indicated in paragraph 1 above, a cable is appropriate.

25X1C4a 3. A cable is appropriate on ALL shipments of cargo to  via . Also, all air shipments to any EE destination require a cable notification.

(Enclosure #8)

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**SUBJECT: NEAR EAST - AFRICA DIVISION: Time Guide for sending Cables or Dispatches to Field Stations.**

1. A dispatch should be prepared to any of the following stations in the NEA Area when a minimum number of days as indicated below is available for transmission of the dispatch to permit its receipt prior to the arrival of the cargo.

<u>STATION</u>	<u>DAYS</u>	<u>STATION</u>	<u>DAYS</u>
[REDACTED]	15	[REDACTED]	10
[REDACTED]	16	[REDACTED]	12
[REDACTED]	7	[REDACTED]	14
[REDACTED]	9	[REDACTED]	11
[REDACTED]	6	[REDACTED]	11
[REDACTED]	9	[REDACTED]	12
[REDACTED]	16	[REDACTED]	10
[REDACTED]	7	[REDACTED]	13
[REDACTED]	10	[REDACTED]	14
[REDACTED]	13	[REDACTED]	15
[REDACTED]	13	[REDACTED]	14
[REDACTED]	13	[REDACTED]	9
[REDACTED]	17	[REDACTED]	8
[REDACTED]	13	[REDACTED]	7

2. In all instances where the time available before arrival of the material at destination is less than that indicated in paragraph 1 above, a cable is appropriate. A cable is required in all cases where material is forwarded by air.

(Enclosure #9)

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SUBJECT: OFFICE OF COMMUNICATIONS: Time Guide for sending Cables or  
Dispatches to Field Stations.

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1. A dispatch should be prepared to the OC Field Station in [REDACTED], when a minimum of twenty (20) days is available for transmission of the dispatch to permit its receipt prior to the arrival of the cargo. In the case of air shipments to [REDACTED], a dispatch may be used if departure date of plane is known at least five (5) days in advance.

2. In all instances where the time available before arrival of the materiel at destination is less than that indicated in paragraph 1 above, a cable is appropriate.

3. Information on all other shipments of communication supplies sent to locations in the area under the jurisdiction of the Area Divisions, should be in accordance with the Time Guide Schedules established for these destinations by the Area Divisions. The following cross-reference between Communications Areas and geographic locations are furnished for information.

[REDACTED]  
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(Enclosure #10)

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SUBJECT: TECHNICAL SERVICE STAFF: Time Guides for Sending Cables or  
Dispatches to Field Stations.

In the forwarding of cables and dispatches relaying shipping information on shipments originated by TSS, the Time Guides will be the same as indicated for the locations of the Area Divisions. These Time Guides are appended with this enclosure, and are numbered Enclosure 3 through Enclosure 10.

(Enclosure #11)

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